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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

HEIDI E. WASHINGTON  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2020 - 23**

**EFFECTIVE:** January 1, 2020

**DATE:** December 16, 2019

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Heidi E. Washington, Director

**SUBJECT:** Annual Leave Scheduling

**SUPERSEDES DOM 2019 - 27R3 (effective 10/03/2019)**

The "Annual Leave Schedule" is a hardcopy book or electronic document created by management that employees use to select Annual Leave as laid out under Paragraph 3 below. Management will identify the groups of employees (a) to whom this Annual Leave Scheduling process applies and (b) among whom the Annual Leave Schedule will be passed.

Annual Leave Scheduling

1. Under this Annual Leave Scheduling process, a week begins on Monday and ends on Sunday. Human Resources Central Office will identify "Prime" weeks by October 1 of the prior year. Prime weeks may include weeks containing high school spring breaks, summer, hunting season, and various State of Michigan holidays.
2. Management will set the maximum number of employees that can be off on any given day, which will be indicated in the Annual Leave Schedule before circulation begins.
3. Passing of the Annual Leave Schedule will start October 1st of each year and will consist of three passes. All passes must be completed by December 1, unless otherwise approved by the appropriate Assistant Deputy Director (ADD) or Executive Policy Team (EPT) member. Passing of the Annual Leave Schedule will be in seniority order based on continuous service hours for non-security unit employees and total service hours for security unit employees. In the event of a tie, higher seniority will be assigned to the employee with the highest New Employee School graduation score (for security unit employees only) or to the employee with the lowest last four digits of their Social Security number:
  - a. During the first pass, an employee may select either (a) up to one available "Prime" week and up to one available non-Prime week, OR (b) up to two available non-Prime weeks.

- b. During the second pass, an employee may select up to five available days.
- c. During the third pass, an employee may select up to five available days.

Note: In the first pass, an employee is not required to take a full week, but all days must be contained within one of the selected weeks. For example, if an employee selects the day of July 4 only (i.e., a day contained within a Prime week), the employee has completed their selection.

- 4. With approval of the appropriate ADD or EPT member, passing of the Annual Leave Schedule may be completed twice per year. If approved, passing of the Annual Leave Schedule for the January-through-June period will start October 1st of each year and will consist of three passes as described in Paragraph 3. All passes must be completed by December 1, unless otherwise approved by the appropriate ADD or EPT member. Passing of the Annual Leave Schedule for the July-through-December period will start April 1st of each year and will consist of three passes as described in Paragraph 3. All passes must be completed by June 1, unless otherwise approved by the appropriate ADD or EPT member.
- 5. Upon entering a unit, a newly hired employee may select Annual Leave missed during prior passes from the remaining available Annual Leave, consistent with Paragraph 3 above, even if the three passes have been completed. If the newly hired employee enters the unit while the Annual Leave Schedule is being passed, the employee will be added into the rotation in seniority order as noted in Paragraph 3. If the new employee is more senior than the employee who is currently making their selections, the new employee will make their selections immediately after the current employee. Employees are responsible for monitoring their leave accruals to ensure they have enough Annual Leave credits to cover the selections.

If a current employee moves to a different shift or facility/office after requesting a lateral job change, management has no obligation to honor previously approved Annual Leave. Subject to operational needs, a current employee will not lose any approved leave if they have not requested a lateral job change and are involuntarily moved to a different shift or facility/office.

- a. Non-security unit employees: if any previously approved Annual Leave is forfeited because of a voluntary or involuntary move, the employee may select an amount equal to the forfeited leave from the remaining available Annual Leave.
- b. Security unit employees: if any previously approved Annual Leave is forfeited because of a voluntary or involuntary move, the employee can select up to 5 forfeited days—any such selections must be made from days available after the passing of the Annual Leave Schedule. (Any time that comes open due to retirement, transfer, promotion, etc. will be made available to the entire shift and processed under Paragraph 6 below.)
- 6. After the Annual Leave Schedule has completed the third pass, employees can request Annual Leave any day up to 28 calendar days before the day being requested. If there are multiple requests by the start of shift on the 28th day, Annual Leave will be approved in seniority order as noted in Paragraph 3. After the seniority-based determination on 28th day, any remaining Annual Leave will be granted on a “first submitted, first approved” basis. Paragraph 6 will apply unless waived by the appropriate ADD or EPT member.

Annual Leave approvals are subject to operational needs and any denial must include a written explanation for the denial, if requested by the employee in writing.

Note: The following is an example of how Paragraph 6 applies. After the three passes are completed, employees can begin requesting Annual Leave for March 1 on February 1, which is 28 days before the day being requested. If ten employees on the same shift request Annual Leave for March 1 by the beginning of their shift on February 1, but management can only allow five employees to be off, Annual Leave would be approved for the five most-senior employees. If, however, only five employees on the same shift request Annual Leave for March 1 by the beginning of their shift on February 1, then all five employees' Annual Leave requests would be approved. In either example mentioned above, as of February 2, no additional employees would be granted Annual Leave for March 1, regardless of seniority, as all spots would be filled.

Weeks		Type	Reason
January	6 to 12		
	13 to 19		
	20 to 26		
	27 to February 2		
February	3 to 9		
	10 to 16		
	17 to 23		
	24 to March 1		
March	2 to 8		
	9 to 15		
	16 to 22		
	23 to 29	Prime	Spring Break
April	30 to April 5	Prime	Spring Break
	6 to 12	Prime	Spring Break
	13 to 19		
	20 to 26		
May	27 to May 3		
	4 to 10		
	11 to 17		
	18 to 24		

	25 to 31	Prime	Holiday/Summer
June	1 to 7	Prime	Summer
	8 to 14	Prime	Summer
	15 to 21	Prime	Summer
	22 to 28	Prime	Summer
	29 to July 5	Prime	Holiday/Summer
July	6 to 12	Prime	Summer
	13 to 19	Prime	Summer
	20 to 26	Prime	Summer
	27 to August 2	Prime	Summer
August	3 to 9	Prime	Summer
	10 to 16	Prime	Summer
	17 to 23	Prime	Summer
	24 to 30	Prime	Summer
	31 to September 6	Prime	Holiday/Summer
September	7 to 13		
	14 to 20		
	21 to 27		
	28 to October 4		
October	5 to 11		
	12 to 18		
	19 to 25		
	26 to November 1		
November	2 to 8		
	9 to 15	Prime	Hunting
	16 to 22	Prime	Hunting
	23 to 29	Prime	Holiday
	30 to December 6		
December	7 to 13		

14 to 20		
21 to 27	Prime	Holiday
28 to January 3	Prime	Holiday